



LAWRENCE BERKELEY NATIONAL LABORATORY ARCHIVES & RECORDS OFFICE

Bldg. 69

Phone: (510)486-5525

FAX: (510)486-7200

Email: aro@lbl.gov

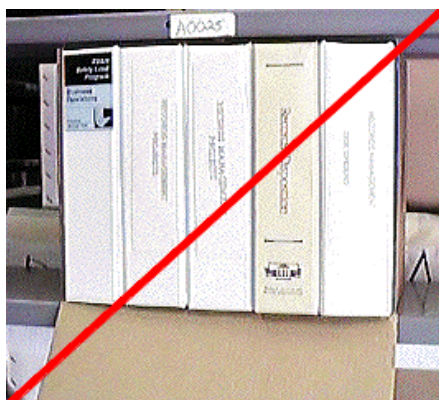
Web: <http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm>

READY REFERENCE SHEET

See ARO FAQ at <http://www-library.lbl.gov/public/tmAro/faq/AroFaq.htm>

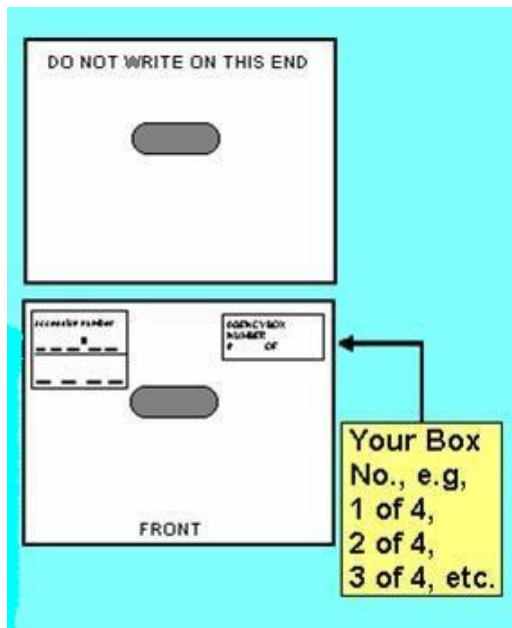
Archiving Records:

- Only archive records -- see http://www-library.lbl.gov/public/tmAro/faq/Rec_Def.html for definition.
- Do not archive nonrecords (http://www-library.lbl.gov/public/tmAro/faq/Non_Rec_Def.html) or personal papers (http://www-library.lbl.gov/public/tmAro/faq/Pers_Papers_Def.html)
- Go to the ARO web site at <http://www-library.lbl.gov/public/tmAro/howto/AroHowto.htm> and read the Transfer Instructions and Standards.
- Organize and box records by series (http://www-library.lbl.gov/public/tmAro/faq/Rec_Ser_Def.html)
- All files must be in labeled file folders.
- No binders, magnetic media, or hanging file folders:

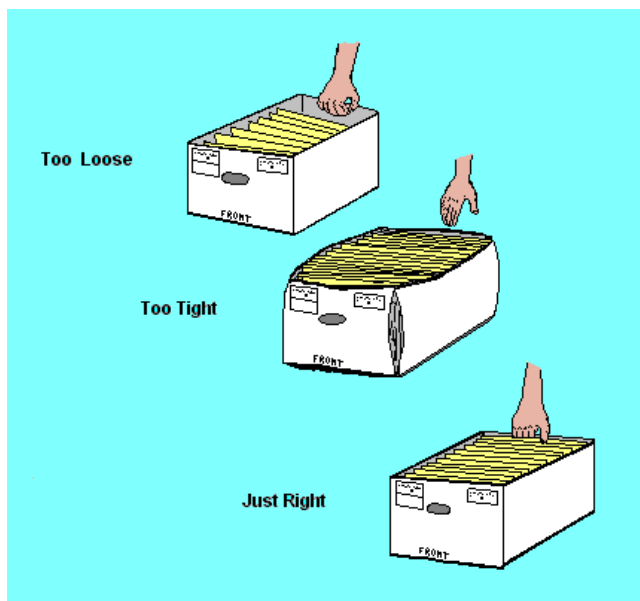


- Contact ARO to get boxes.
- Transfer the records from existing filing equipment to the boxes, maintaining the same order.
- Treat the box as a file drawer – the front is marked FRONT and has spaces labeled ACCESSION NUMBER and AGENCY BOX NUMBER.

- Use pencil only and number the boxes in the front (where it says FRONT), upper right corner where it reads, "Agency Box Number". Do not write anywhere else on the box.



- Leave one to two inches of space in each box – don't over or under pack.



- Download the transmittal and quality checklist from the forms page at http://www-library.lbl.gov/public/tmAro/faq/Rec_Trans_Form.html.
- Fill in the information about the records in the fields provided.

Berkeley Lab
Archives and Records Office
Records Transmittal

TO TRANSFER RECORDS, TYPE THIS FORM. Use one transmittal for each records series. A records series consists of records having the same disposal authority and disposal date. *See* transfer and packing instructions (http://www-library.lbl.gov/public/tmAro/howto/Rec_Transfer.html) for details or call the Archives and Records Office at 486-5525.

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<p style="text-align: center;">Berkeley Lab Records Transmittal Addendum</p>
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Division and Department Information Technology / User Support	Berkeley Lab Accession Number
Section, Group or Project Library/ Archives and Records	Page Number 2 of 2
Records Title John Stoner's Archives Records Office (ARO) Records Management Subject Files	

Box Number	Folder Number	Folder Heading
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[illegible]



- Email the form to ARO (aro@lbl.gov) with a project ID number for Transportation.
- Place a hard copy of the forms in the first box of the series.
- Put a sign on the boxes – “Hold for ARO Pickup.”
- ARO staff will review the forms and put in the pickup request with Transportation.
- After processing your records, ARO will send you a PDF transmittal.

Retrieving Records:

- Consult the PDF transmittal ARO sent you.
- Go to ARO's online records request web form at http://www-library.lbl.gov/public/tmAro/requestrecords/req_rec.html
- Provide as much information as you have about the box(es) and/or file(s) you want back from storage.

Help Processing Your Records:

- For business records:
 - Free advice.
 - Recharge for ARO to folder, box, and index the records.
 - See http://www-library.lbl.gov/public/tmAro/fag/Recharge_Service.html for details.
- For scientific records:
 - The entire process is FREE.
 - Contact Beret Ranelletti at BARanelletti@lbl.gov or ext. 4685.
 - For more information see http://www-library.lbl.gov/public/tmAro/fag/R&D_Rec_Outreach_Prog.html

More Help

- Go to the ARO web site at <http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm>
- Contact us directly at aro@lbl.gov or x. 5525.